



County of Greene, Missouri

Employment Vacancy Announcement

09/21/2015

Sheriff's Office

Correctional Medication Aide

Full-time

10-hour shifts (12:00 p.m. to 10:30 p.m.)

Shifts may rotate bi-weekly

Off 2 weekends a month

\$13.19 hourly

The Greene County Jail provides nursing services for a population of approximately 600 adult offenders. These services include medication set-up and administration of such medication. The Correctional Medication Aide delivers these services to the offenders under the supervision of the Medical Supervisor and with the practice of Registered Nurses or Licensed Practical Nurse. Certification to administer medication and insulin is required.

Essential Duties and Responsibilities:

Provide medication administration and treatments in a clinical setting under the direction of a Registered Nurse or Licensed Practical Nurse in the inpatient areas as needed. Practice within the scope of practice of the CMT or Med Aide. Subcutaneous and intramuscular injections if trained to do so. Document vital signs and pertinent observations in the patient and medical record. Clean and maintain medication area in a clean and orderly manner. Document and report errors in the administration of medications. Identify medication orders and assure the patient receives approved preparation medications. May assist with transcription of physician's orders from medical record, including accurate completion of requisitions for diagnostic studies ordered such as; lab, x-ray, EKG, EEG, etc. May perform other duties as required of the position.

Minimum Experience and Training Qualifications:

High School diploma or equivalent. Must be 21 years of age. Must have completed a Certified Medication Technician class or a Certified Medical Assistant program and have completed or have scheduled a medication administration and insulin training, or any combination of education and experience that provides equivalent knowledge, skills and abilities. A valid Missouri motor vehicle operator's license is required.

A complete description of the physical and mental abilities required to perform the essential functions of the position is available at the Greene County Human Resources Office.

Special Requirements:

All candidates are required to undergo a post-offer screening for the presence of illegal drugs, a physical and physiological examination, criminal background and reference checks.

How to apply:

Interested individuals MUST submit a completed application to Human Resources, 940 N. Boonville Ave., Room 314, Springfield, MO 65802, or fax to 417.868.4811. Deadline to Apply: Open until filled.

Greene County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities.